

**MINUTES
MEETING OF THE
TENNESSEE COMMISSION ON AGING AND DISABILITY
THE SHERATON DOWNTOWN HOTEL
623 UNION STREET
NASHVILLE, TENNESSEE
November 8, 2005**

Members Present:

Mr. John Arriola
Mr. Robert Brandon
Dr. Sun-Hwan Chu
Ms. Diane Cormell
Mr. Shelburne Ferguson, Jr.
Ms. Bettie Davis
Mr. Jerry Hill
Ms. Bonnie J. Howard
Mr. William Johnson
Ms. Vicky Lawson (for Deborah Neill)
Mr. Judson Palmer
Mr. Leonard Price
Ms. Ruby Stewman
Ms. Elizabeth Stovall
Ms. Jacqueline Talley
Mr. Donald Woodlee
Ms. Wanda Willis

Members Absent:

Ms. Deborah Cunningham
Rep. Lois DeBerry
Ms. Judy Eads
Mr. John Fisher
Ms. Tam Gordon
Ms. Deborah Neill
Sen. Curtis Person

Pam Hayden-Wood, Office of the Attorney General, was also present.

Chair Howard called the meeting to order at 9:00 a.m. The roll was called, and attendance is listed above.

Chair Howard asked if there were any corrections, additions, or deletions to the Minutes of the August 2005 meeting.

Judson Palmer moved approval of the Minutes of the August 2005 meeting. The motion was seconded by Leonard Price and passed.

COMMISSION ON AGING & DISABILITY STAFF CHANGES

Several staff positions were added during the previous quarter, including the hiring of Margaret Rose, formerly with the Comptroller's Office. Ms. Rose, Executive Administrative Assistant, will be working with home and community based services and also will be the Legislative contact for TCAD. Lucy Utt, former SHIP Director, transferred to the position of Supervisor of Community Services. Jackie Bruce, a 20-year state employee coming from the Alcohol and Drug Abuse Services, has taken a position as Quality Assurance Program Coordinator. Ms. Bruce will monitor programs. Charlotte Holstead transferred from Support Services staff to the home and community based services section where she will have data

reporting and clerical support responsibilities. Nancy Brode announced that she had made an offer to fill an aging programs planning position and expects to have a new employee before the next meeting.

DISASTER ACTIVITIES

Jerry Blasingame reported on recent hurricane disaster relief activities. He reported that Area Agencies had responded without hesitation; they know what to do; and they do it. They work efficiently and have done many things for evacuees. He said the number of hours spent on disaster relief per agency varied. The area agencies conducted needs assessments and referred evacuees to vendors or another agency for services. There was also outreach and onsite visits to local shelters; and health screenings. Diabetic shoes, wheelchairs and other medical equipment were provided. Meals, financial assistance, furniture, linens, food cards, stipends and other services were provided to more than 90 individuals. Approximately 2/3 of those were served through the Area Agencies. Out of those, one-half were eligible for nursing home, assisted living, etc. Evacuees continue to arrive, and the aging network continues to work efficiently with the evacuees. Tennessee received Emergency Status through December 28, 2005. AoA notified TCAD that the previous requirement for 48-hour reports is no longer necessary.

HOME AND COMMUNITY BASED SERVICES

Margaret Rose reported that the number of enrollees to the home and community based services waiver program is growing, with 571 enrollees statewide at the end of October. The goal is to reach 1,000 enrollees by February, 2006. Developed in partnership with TennCare, as a part of a statewide marketing plan, field visits are being made by TCAD staff to area agencies for the purpose of developing local marketing plans to increase waiver program enrollment. Grantee agency, area agency directors, and staff have shown enthusiasm and creativeness as we further identify any potential enrollees.

There is a waiting list of approximately 3,600 people for the Options Program. The average length of stay on the waiting list is 470 days, ranging from 85 days to 1279 days. The average length of stay in the program is approximately 563 days.

TCAD is participating in two ongoing projects with the Bureau of TennCare including: 1) redefining the Pre-Admission Evaluation (PAE) instrument that will help to determine medical eligibility of individuals for the waiver program, 2) and applying to CMS for a waiver program that would use a managed care approach to providing home and community based services.

ALLIANCE FOR FULL PARTICIPATION

Wanda Willis, TCAD Commission Member and Executive Director, Developmental Disabilities, reported that as the representative of the State of Tennessee, she attended the Alliance for Full Participation 2005 Summit: *Many Voices, One Vision* in Washington DC, September 22-23, 2005. The purpose of the meeting was to bring together those committed to making the promises inherent in the Developmental Disabilities Act for Americans a reality. She stated that for the first time in history, organizations came together to host a national Summit to create a social agenda and action plan for fulfilling its vision that people with developmental disabilities and their families realize the promise of integration, productivity, independence and quality of life choices. Over two thousand individuals attended to help craft a new strategic policy and social agenda in support of full participation, and to carry that agenda forward in their communities following the Summit. Many groups came together to plan the event. She said in her field of working with disabilities, that she had not attended such a large event and plans are

to hold followup meetings. She said the disability group looks forward to working with the Aging group and others for the 'money follows the person' for long term care services.

FINANCIAL INFORMATION

- **FY07 (July 2006-June 2007) Budget.** Perry Register stated that the \$35 million budget presented to the Department of Finance and Administration included requested improvements to senior center programs and the Options Home and Community Based Services Program. Mr. Register stated the Options programs had sustained cuts a couple of years back and that in last year's budget, TCAD requested that funds previously cut be reinstated. This year a 20% increase in funding (\$900,000) is being requested to reduce the participant waiting list. It is estimated that 255 people could be taken off the waiting list with the approval of the budget improvement request. For the senior center budget improvement request of \$250,000, TCAD proposes that the funds be used to improve or increase the type of services in senior centers. Additionally, a budget expansion is being requested for the Aging and Disability Resource Center federal grant monies, which has now been added that to the budget (another quarter of million dollars). Mr. Register stated he believes the Commission is in a better position this year for receiving approvals for the requested budget improvements than in past years. A budget outline was available in the notebooks.
- **Audit Committee.** Mr. Register reviewed the new legislation requiring the creation of an Audit Committee. Chair Howard appointed Audit Committee members at the August meeting including: John Arriola, Chair; Judson Palmer; Elizabeth Stovall; Jackie Talley; and Deborah Cunningham. The Audit Committee will meet prior to the February Commission meeting to review the legislation and will present a committee activities report. Mr. Ferguson suggested that F&A be invited to assist and possibly provide some training to address what is included in reporting fraud.
- **Units of Service provided in relation to expenditures by Service.** Mr. Register addressed the steps being taken to develop a report for the Commission that will reflect the number of units being provided for each service and the funds being used to support the respective service. Staff will talk with Commission members to obtain direction in the compilation of the report that has been requested.
- **Unit Cost Reimbursement Committee.** The Unit Cost Reimbursement Committee developed and mailed a survey form to approximately 100 service providers asking for input on problems pertaining to unit cost reimbursement. The most frequent problem is the lack of consistency as to how agencies are calculating costs. The Committee developed a form that will be used by agencies. The Committee will review what constitutes a unit of service, what should be included in each service, the statewide reimbursement range, and possibilities of establishing a range for service providers to follow.

PUBLIC GUARDIANSHIP CHAPTER FOR POLICY MANUAL

Lucy Utt, the new supervisor for Community Services, presented the Guardianship Chapter for the policy manual. The revisions to the chapter were highlighted and inserted in the notebooks for review. Ms. Utt stated the chapter had been reviewed at a prior meeting but uncertainties make further clarification or addition needed. The question was asked if guardians younger than 60 years of age had previously provided services to individuals. Ms. Peace stated that about two years ago, the legislature created a committee for the purpose of reviewing Guardianship services for individuals 18+ years of age. The Commission was invited to work with the committee. The Committee is considering using the Commission's Guardianship Program as the model and possibly interfacing with the existing program, which would expand the current program to include individuals 18+ years of age needing guardianship services. The other departments working with TCAD staff include the Departments of Children's Services, Human Services, and Mental Health and Developmental Disabilities. It has been proposed that DHS will be the entry point to the system and additional guardianship staff would be available to the aging network to implement additional guardianship services. Currently, the Guardianship Program addresses individuals 60 years of age and older. TCAD may need to consider legislation to allow the program to serve individuals 18 years of age and older. The initial report submitted by the study committee stated that TCAD is open to opening up the Act and to make services available to individuals under the age of 60. TCAD staff will need to contact the study committee to determine if action should be taken during the upcoming legislative session or whether TCAD should wait until the legislature acts, making funds available to accommodate the recommendation of the study committee. The budgetary documentation reflects that TCAD will need staff with expertise working with the clientele referred for services.

Upon Commission approval, the staff will work with Pam Hayden-Wood, Attorney General's office, for rule-making, addressing appropriate sections of the Policy Manual's Guardianship Chapter. Ms. Utt recommended the change from 5-years to 2-3 years for public guardians to complete the National Certification for Guardian. She said the rationale behind this is that it looks manageable within a shorter timeframe. **Shelburne Ferguson moved to accept the change as presented, and Jerry Hill seconded the motion. Chair Howard asked for a show of hands to accept the report as it currently exists in the notebooks. With the inclusion of the timeframe change to become a Certified Public Guardian by the National Guardianship Association, by a show of hands, the motion was accepted and approved.**

RULEMAKING

Background Checks

Margaret Rose presented information on 'Background Checks'. The Government Operations Committee recommended that TCAD amend the rule regarding background checks for service providers to 'prior to' any volunteer or employee going to work, rather than the existing practice of completing a background check within ten days. Ms. Rose asked for a vote in favor of the rule change and to go ahead with promulgating the rule.

Elizabeth Stovall moved to approve proceeding with the rule making for background checks. Leonard Price seconded the motion. Chair Howard asked for a show of hands to approve the request to change the rule of getting a background check prior to employment. There were no abstentions and by a show of hands the motion was accepted and approved.

Public Guardianship and Ombudsman Policy Manual Chapters

Ms. Rose asked for Commission approval to proceed with the rulemaking process for the Public Guardianship and Ombudsman Policy Manual chapters. The Commission previously approved the Ombudsman Chapter, and TCAD staff have been informed by the Attorney General's office that sections of the Chapters for the two programs need to go to rulemaking. Ms. Rose stated that Commission approval is needed to go forward with promulgating the rules.

Bob Brandon moved to approve proceeding with the rulemaking for Ombudsman and ensuing policy manual chapters. Don Woodlee seconded the motion. Chair Howard asked for a show of hands to approve the recommendation. There were no abstentions or objections, and the motion was accepted and approved by the show of hands.

COMMITTEE REPORTS

ByLaws Committee

Chair Howard stated that the Bylaws had not been updated in several years. She presented the ByLaws Committee recommendations. The Committee met by conference call to discuss revisions to the ByLaws. It was noted that the word 'disability' was added after the wording 'adults' to include older adults and other adults with disabilities. Under the heading Committees, Article IV, Section 3, two new Committees were added. The additions are: 1) the Audit Committee and 2) the Home and Community Based Services (HCBS) Committee. Another change was the strikethrough of 'chairman' and changing the wording to 'chair'. There were a couple of other minor changes noted in red.

Chair Howard asked for Commission approval to accept the changes to the Bylaws. Don Woodlee moved to accept the document as presented. William Johnson seconded the motion. There were no abstentions or objections, and the motion was accepted and approved by the show of hands.

State Funding Formula Committee

John Arriola presented the recommendations of the State Funding Formula Committee. The Committee met on October 17, 2005, to review and discuss changes to the current formula. The Committee's goal is to get the state formula reviewed and approved within the same time the federal formula is scheduled to be implemented. It was recommended that AAADs and Providers be given an opportunity to comment. The Committee recommended approval by the Commission allowing the process to move forward including public hearing, reviewing public comment with the Commission, obtaining Commission approval to send the approved recommendation to rule making process.

Mr. Arriola gave an overview of the Committee meeting. The major change is how the base is computed. The Committee discussed formulas for State Funds going to Senior Centers, Home Delivered Meals, and Homemaker Services. Discussion was held on census data showing a population shift resulting in a population shift of an increase in the percentage of older persons living in the eastern part of the state. The Committee's goal is to allocate available funds as fairly as possible. The current Senior Center formula for state funds is based on \$4,000 per county, which seems to be outdated. After some discussion and looking at various scenarios, the Committee decided to recommend an increase in state funds for seniors centers of \$200,000. The dollar amount proposed that 38% of the available state funds for senior centers be used as the base amount.

Staff will develop charts to reflect the percentages of change for each of the planning and service areas. The Committee discussed 'Formula for (non-waiver) HCBS Services for older adults and other adults with disabilities'. Discussion reflected that due to the personal aspects of the beneficiary of the funds, it would be difficult to discontinue services. The Committee unanimously agreed to leave the formula unchanged based on the 2000 census. Lastly the committee discussed 'Plans for Obtaining Comments from Area Agencies, Providers, and Others'. The discussion reiterated the changing from a base of \$4000 per senior center to 38% of the available funding, thus reflecting an increase if the budget improvement request is approved. The Committee will be prepared to present a recommendation to the Commission for a vote at the February Commission Meeting requesting that staff move forward with the rule making process. As there is a Commission meeting in May, 2006, enough time would allow the compilation of comments and holding the public hearing and rule making. The Commission will be prepared to implement the new state formula along with the new federal funding formula July 1, 2006. John Fisher recommended that the Committee set the date between November 2005 and February 2006 for Area Agencies and service providers to comment on the Committee's recommendation for the state funding formula.

If the TCAD request for additional funds as a part of the budget improvement request is approved, no district would experience a cut in funding. **Chair Howard asked for a motion to move the formula forward to get it finalized. Don Woodlee moved to accept the recommendations of the Committee. Bob Brandon seconded the motion. The roll call vote was taken and shown below.**

<u>Commission Member</u>	<u>Aye</u>	<u>No</u>	<u>Abstain</u>
<u>John Arriola</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>Robert Brandon</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>Sun-Hwan Chu</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>Diane Cornell</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>*Deborah Cunningham</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Bettie Davis</u>	<u>_____</u>	<u>_____</u>	<u>X</u>
<u>Shelburne Ferguson</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>*John Fisher</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Bonnie Howard</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>William Johnson</u>	<u>_____</u>	<u>X</u>	<u>_____</u>
<u>Judson Palmer</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>Leonard Price</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>Jerry Hill</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>Ruby Stewman</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>Elizabeth Stovall</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>Donald Woodlee</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>*Tam Gordon</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>*Judy Eads</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>*Deborah Neill</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>Jackie Talley</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
<u>Wanda Willis</u>	<u>X</u>	<u>_____</u>	<u>_____</u>
*Senator Curtis Person	Ex officio		
*Rep. Lois DeBerry	Ex officio		
*Members Absent			

AARP NEWS

Rebecca Kelly, Director of the Tennessee AARP, shared exciting news about partnering with the statewide aging network. There are currently 618,000 AARP members in Tennessee. Ms. Kelly expressed AARP's continued support for the Commission on Aging and Disability and appreciation for the many opportunities to support programs like "Choices for Care", which includes expanded services where the money follows the person, single point of entry, etc. She mentioned that Tennessee is last in the nation in dollars spent on home and community services compared to dollars spent on institutional care. Ms. Kelly congratulated and expressed support to TCAD for receiving the Aging and Disability Resource Center Grant. She said her organization was fully prepared to support TCAD during the sunset process and support the Options programs.

Ms. Kelly handed out postcards in support of a campaign to let the Governor know that AARP and members of the Choices for Care campaign support long term care for the elderly and disabled in homes and expanded options for choices for care. She asked everyone to sign the cards and return them to the AARP Tennessee State Office before April 05, 2006, when a rally will be held where the cards will be presented to the Governor.

Ms. Kelly said AARP is educating people about Medicare Part D. She brought publications and distributed them to meeting attendees. She thanked Lucy Utt and the great work of the SHIP program throughout the state and mentioned that AARP is encouraging people to use this important resource.

Ms. Kelly said the Reconciliation Bill is moving through Congress. She believes the national budget does not need to be balanced on the backs of people needing it most. She said one of six Americans depend on Medicaid for their health insurance. She said that the House is considering expanding the look-back period for Medicaid from current three years to five years. If the bill passes, people could be penalized for giving to charities. AARP is contacting Congressmen to let them know that is not where AARP wants the cuts to be made. She said AARP is glad that the President had raised Social Security as a national debate. AARP fought against the carve-out proposal. She stated that in 2006, they expect to work with Congress to strengthen Social Security. She said AARP is still talking to the Governor about soft caps on the prescription drug limits in TennCare.

AARP encouraged diversity outreach by engaging communities, particularly in the western half of the state, Memphis, Jackson, and Nashville areas, to work with local partnerships and be involved in community events and expos. AARP is working to develop relationships in a new and different way. She said AARP is reinforcing its volunteer infrastructure. She said AARP works through the regional impact teams and has very much enjoyed the support and relationship of the AAADs. She said AARP members may be members of advisory councils, and many of the AAADs may be members of the regional impact teams. The AARP state office staff is limited in capacity, but they have recently increased staff by 20%, allowing them to reinforce community work in a new and different way.

She mentioned that at Martin, TN, AARP was having an organizational meeting to form a new regional impact team. In 2006, AARP would work on opening a new regional impact team in Columbia. She said they still have a lot of work to do in the Cookeville area. AARP would then have a regional impact team in all nine of the Area Agency on Aging and Disability regions, and she hoped that would reinforce and improve their partnership and quality of work in a huge way.

FY06 LEGISLATIVE ISSUES

Margaret Rose gave an overview of the legislative bills deemed of interest to older persons and disabled adults that were not passed last year and may be resurrected during the upcoming legislative season. Commission staff will continue to track the bills and keep the Commission updated.

Ms. Rose stated that the Comptroller's office will be sending auditors to conduct a TCAD performance audit as a part of the sunset review. It is expected that legislation will be introduced to continue the Commission until the 2007 session when the review is complete.

Ms. Rose sought approval to recommend legislation to combine the statute dealing with the long term care Home and Community Based Services with the Commission statute. She proposed changing references from the Department of Health to the Commission on Aging and Disability to reflect program activities as they are being implemented. Ms. Rose stated that this action would make the rules clear in that the Commission is responsible for home and community based services, not the Department of Health. Additionally, she recommended legislation to provide for a range in costs rather than an average statewide unit cost.

Chair Howard asked if there were any questions. She asked for a motion to accept the plans as presented for legislation. She said it puts a different twist on it, but makes it more clear. Chair Howard asked for a motion. John Arriola moved to accept the plans as presented by Ms. Rose. Bob Brandon seconded the motion. Chair Howard asked for a vote by show of hands. There was one abstention (Wanda Willis) and no objections. The motion was carried.

REPORT OF THE TN4AD

Aaron Bradley presented the report for the Tennessee Association of Area Agencies on Aging and Disability (TN4AD) as follows:

- Congratulations were extended to TCAD on the Aging and Disability Resource Center (ADRC) Grant award. The Grant will provide an opportunity for changing policy across the state for long term care. East Tennessee will be working with the other two ADRC pilot areas as the representative of the Tennessee Association of AAAD. He recommended regular updates on the progress of the ADRC.
- TCAD was applauded for disseminating the area plan format ahead of schedule.
- A successful management training event was arranged for AAAD and TCAD staff at the Lakeside Resort and Conference Center, Smithville, TN, in October. It was recommended that such an event be planned on an annual basis. AAAD's continue to work with the TCAD on waiver barriers (i.e., length of time to enroll).
- AAAD's are working on the annual report for the network, and TCAD provided the area agencies with the data. It is expected to be published before the end of the year. Chairman Joe Armstrong had invited TCAD and Area Agencies on Aging and Disability to make a joint report to the Health and Human Services Committee before the legislative session gets into other issues.
- TCAD was applauded for efforts to obtain funding for the state Options Home and Community Based Services and Senior Centers program. Area agencies will be working with TCAD to get more funding for the programs.
- Long term care reform is the most important policy issue facing the state for seniors and those with disabilities, and the challenge is to provide more choices for independent living.

QUALITY ASSURANCE ACTIVITIES

Kathy Zamata reported on quality assurance activities. She stated in addition to the TCAD staff conducting QA, area agency staff monitor service provider contracts at least annually. The goal of the TCAD Quality Assurance team is to provide quality services through recommendations for improvements in partnership with the Grantee Agencies (AAAD's), providing technical assistance and training, and making recommendations for policy changes. She reported they had completed a visit to South Central.

The meeting broke for lunch and resumed at 1:10 p.m.

RETIREMENT OF CHARLES HEWGLEY

Chair Howard presented retiree and former Assistant Director of TCAD, Charles Hewgley, with a poem and a gift (state seal medallion). She acknowledged him as a friend to the Commission and stated that he will be missed by all. Charlie thanked the Commission for their support and expression of appreciation. He said he had taken a job with a company to create a new division to explore new ways to deliver long term care services, using nursing homes and assisted living facilities as a business hub. Charlie retired on October 7th from the State of Tennessee and went to work on October 8th with Home Quality Management as Vice President for Community Outreach. The company is interested in involvement with the Medicaid Waiver and in launching adult daycare centers.

Charlie received a round of applause and standing ovation from the Commission.

NEW BUSINESS

Don Woodlee moved that the Commission approve a recommendation that the Executive Director, Nancy Peace, receive a rating of superior for her accomplishments over the past year. He stated that the Executive Committee had voted to give a superior rating for Ms. Peace. Chair Howard added that Ms. Peace's accomplishments were to be put in a report format and presented to the Commission at the next meeting schedule on February 14, 2006. She added that there had been tremendous effort this year already and there was more to come. Leonard Price seconded the motion. The motion was approved.

MEDICARE PRESCRIPTION DRUG BENEFIT

The State Health Insurance Assistance Program (SHIP) director, Lucy Utt, presented an overview of the Medicare Modernization Act (MMA) and the new Prescription Drug Benefit. She included as part of the discussion an outline and flyer of Part D.

Medicare's new prescription drug benefit (Medicare Part D) will begin January 1, 2006. This is the first time in the history of Medicare that the program will cover prescription medications for enrollees. A subsidy is available for enrollees with low incomes and savings; others will pay a monthly premium, a \$250 deductible, copayments, and 100% of costs during the \$2,850 "coverage gap." The overall benefit is very complicated. Every person with Medicare nationwide will need to have an awareness of the benefit and an understanding of where he or she will fit into the overall picture in order to make a good decision about enrolling. The Tennessee State Health Insurance Assistance Program (SHIP) staff located at each of the network's nine Area Agencies on Aging and Disability is working to educate and counsel Tennessee's approximately 912,000 people with Medicare about this important benefit.

HOTEL CONTRACT FOR JAN-DEC 2006 COMMISSION MEETINGS

Tracy Wray, Director of Group Sales for the Sheraton Hotel, greeted the meeting attendees. She expressed her appreciation on behalf of the Sheraton for the business the hotel has received over the last year, especially during the White House Conference on Aging. She said the hotel welcomed another year of continued support for the Commission meetings, and would work with the Commission staff to put together a contract for the meetings. Ms. Wray also stated the hotel would be going through renovations over the next year.

Nancy Peace presented dates for the 2006 quarterly meetings of either the 2nd Tuesday of the month or the 3rd Tuesday of the month. **Dr. Chu moved to accept the 2nd Tuesday meeting dates, and Diane Cornell seconded the motion. There were no abstentions or objections and the motion was carried. The meeting dates will be Feb. 14, May 9, Aug. 8, and Nov. 14.**

REPORT OF TCAD CHAIR

Chair Howard summarized her recent activities. She attended the meeting of the Tennessee Association of Human Resource Agencies in Gatlinburg, TN, and noted that the speakers were excellent. South Central coordinated the speakers for the meeting. She also was appointed to, and attended, the East Tennessee Human Resource Agency Policy Committee meetings.

Ms. Howard said she was doing volunteer mission coordinator work for the United Methodist Church. She stated that 23 teams had recently been sent to the hurricane disaster areas in Mississippi. In addition, she said that 375 people had been trained in disaster response. Ms. Howard stated she had taken pastoral and case management training. She expressed appreciation for the opportunity to be the Chair of the Commission.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director referenced "Activity Highlights – Staff Report" included in Commission members' notebooks.

Some of the highlights mentioned are shown below.

- Staff changes include the retirement of Charles Hewgley, Assistant Director.
- Margaret Rose will be handling the home and community based services, as well as legislation and policy.
- Louise Woodberry replaced Sandra Smith as the new Title VI Coordinator.
- Met with the Administration from time to time to get advice and direction.
- Met with Senator Black to discuss cash and counseling, a program emphasizing consumer direction to supplement home and community based services.
- Spoke with Rep. Charles Curtis on the sunset review.
- Met with TennCare to discuss ways to improve the waiver enrollment process including attending meetings convened by Dr. Hickey to discuss program implementation. One of those meetings was spent discussing presumptive eligibility which will allow potentially eligible individuals to participate in the HCBS waiver program during regular eligibility determination. After Dr. Hickey researched presumptive eligibility, he decided to move forward. TennCare will cover payment for the first ten presumptive eligibility mistakes made system-wide, the next ten TennCare would pay 95%, and the third ten 90%.
- The PSSA licensure staff convened a state-wide meeting. TCAD staff continue to work to streamline the Licensure process.

- TCAD is exploring a Vista program initiative for the purpose of assisting area agencies with enrolling people in the Medicare Prescription Drug program.
- Kathy Zamata completed the Policy 22 annual report which includes the quality assurance schedule.
- The final report of the Tennessee White House Conference on Aging event has been posted on the Commission's Web site. TCAD staff compiled all conference reports into one volume that was mailed to all Commission members and posted on the Web site.
- Staff are planning a meeting of the delegates to the White House Conference on Aging to be convened in Nashville on December 6, 2005. A photo of the group with Governor Bredesen has been arranged. WHCoA resolutions will be reviewed at the meeting. An invitation had been extended to Bob Blancato, WHCoA Policy Committee member, to address the Tennessee WHCoA delegates.
- The State Plan including the Federal Funding Formula was approved. Staff will proceed on rulemaking for the formula.
- Conversations about the inclusion of additional services to be included as options in the Waiver have been initiated with Hickey, including Adult Day Care. Staff proposes to initiate daycare as a 'pilot' in the 25 locations currently holding licenses and eventually initiate services in as many locations as possible as others become interested.
- Attended housing meetings and met with individuals interested in becoming service providers.
- Lucy Utt, TCAD Community Services Supervisor, presented Medicare Part D on November 7th at the TCSW meeting and at numerous other meetings of groups and organizations.
- Margaret Rose is meeting with TennCare to revise the caregiver agreement.
- Staff attended the mandated meeting for the Aging and Disability Resource Center Grant in Washington, D.C. It was learned that there are position papers on issues that are barriers and that can be used in working with Dr. Hickey (3-5 issues). Information was gathered on state models that can be useful to Tennessee.

ADJOURNMENT

With no further business before the Commission, Chair Howard adjourned the meeting at 2:30 p.m. The next regularly scheduled meeting will be February 14, 2006, at 9:00 a.m.

Respectfully submitted,

Nancy C. Peace
Recording Secretary
Tennessee Commission on Aging and Disability